

From Farm to Frontage:

Typical Steps of Subdivision and Development within Saskatchewan

1. **Developer:** search and researches land appropriate for the intended development.
2. **Developer:** acquires land for the development.
3. **Developer:** approaches the municipality with jurisdiction over the property to discuss existing zoning, proposed official community plan and zoning amendments, and the servicing requirements for the intended use of the land.
4. **Developer:** submits a completed subdivision application to the subdivision authority and a zoning amendment application to the municipality (if required).
5. **Subdivision Authority:** refers the application to stakeholder agencies and the Municipality for comments/requirements and may require further information or studies to prove the physical suitability of the site for the intended use.
6. **Municipality:** responds to subdivision authority request for comment and may request that the authority require additional information regarding the physical suitability of the site from the developer and may inform the subdivision authority of the municipal requirement for a servicing agreement for the proposed subdivision.
7. **Optional:** Developer may appeal subdivision authorities request for further information to the Saskatchewan Municipal Board.
8. **Municipality and Developer:** negotiate a servicing agreement which considers all servicing requirement of the proposed development, whom will undertake the works, the standard at which all works will be carried out by the developer, the payment of off-site servicing fees established by the municipality, the timeframe in which the completion of work and the payment of fees will occur, provisions for securities to ensure that the works are completed within the determined timeframe and to the specified minimum standards, and may contain provisions to share the cost of works specified in the agreement.
9. **Optional:** 90 days after a completed application has been received by the subdivision authority, including any further information requested by the subdivision authority, the developer may appeal to the Saskatchewan Municipal

Board the terms of an unsigned servicing agreement. *Note: the developer may not appeal the terms of a signed servicing agreement.*

10. **Municipality (if zoning amendment is required):** may approve the official community plan and zoning amendments if the intended use, subdivision design, and servicing agreement are sufficient. The municipality is not required to approve the zoning amendment if the municipal council is not satisfied with proposed subdivision or servicing agreement.
11. **Subdivision Authority:** upon the completion of all conditions of subdivision (including the signed servicing agreement and evidence of appropriate official community plan and zoning amendments) the authority will issue a certificate of approval.
12. **Developer:** registers the approved plan of subdivision, the certificate of approval and any other required documentation or interests with the Information Services Corporation (ISC) to obtain new separately titled parcels.
13. **Developer:** fulfills the requirements of the servicing agreement within the designated timeframes set out in the agreement.
14. **Developer:** sells lots or improves site as contemplated within the zoning district. Developer/New Owner is required to apply for development permits in order to begin any improvements, landscaping or construction on individual parcels.
15. **Municipality:** provides municipal permit services in accordance with the Zoning Bylaw and Building Bylaw, as applicable.
16. **Developer/New Owner:** completes any development permit conditions and commences appropriate improvements to individual parcels of land.
17. **Municipality:** review planning bylaws, servicing fees and the needs of the community. Assume responsibility and maintenance for new infrastructure installed due to the servicing agreement, rinse and repeat.